

Adjudication Panel Chair – Job Description

About the Council for Licensed Conveyancers

The Council for Licensed Conveyancers (CLC) is the innovative, specialist regulator of property law services. The CLC was established by the Administration of Justice Act 1985. The CLC is an Approved Regulator under the Legal Services Act 2007 and is subject to the oversight regulation of the Legal Services Board.

The CLC is a specialist property law regulator which licenses and regulates Practices and Licensed Conveyancers in the provision of reserved legal activities (currently conveyancing and probate services) and other non-reserved legal activities (including will writing). The CLC is also a licensing authority authorised to license and regulate Alternative Business Structures.

The CLC is a national regulator carrying out the full range of regulatory activities. Our responsibilities are across England and Wales.

The CLC is seeking to appoint a new Panel Chair for its Adjudication Panel to join the small team that makes disciplinary determinations and hears appeals against regulatory decisions.

Panel Chair role and responsibilities

- The overall role of the Panel Chair is to provide an appropriate balance between accountability to the CLC Council for the effective operation of Adjudication Panel while maintaining the independence of their decision making
- Chairing disciplinary proceedings, training sessions and associated meetings
- Ensuring the smooth running of proceedings
- Facilitating the Panel through the decision-making process, ensuring all views are taken into consideration and using an enabling style
- Ensuring that the Panel acts lawfully and in the public interest, including exercising sound judgment
- Ensuring that individual cases are given due, timely consideration
- Ensuring that equality and diversity considerations are reflected in consideration of cases
- Providing feedback on meetings and contributing to the continual improvement of the investigating process
- Drafting well-reasoned decisions and determination documents
- Work collaboratively with the Panel and the staff to determine the appropriate outcomes on each matter before the Panel
- Helping to promote high standards of probity and propriety
- Ensuring that the CLC operates within the limits of its statutory authority
- Drawing to the attention of Chief Executive, any matters that might adversely affect the CLC's reputation
- Carrying out annual appraisals for Panel members and helping to identify their individual and collective training needs
- Reporting annually to the CLC Council on the performance of the Committee

Qualities required for the role of Panel Chair

Legally qualified in the UK – has not been licensed by the CLC

Experience in or knowledge of more than one of the following areas:

- Have previous experience within a judicial role and/or Chairing an Adjudication or Disciplinary Panel
- Representing the public interest
- Disciplinary and regulatory or public law
- The handling of complaints
- Case management
- Analysing and evaluating evidence and legal submissions
- Familiarity or understanding of the rules of evidence
- The maintenance of the professional standards of persons who provide legal services
- The maintenance of standards in professions other than the legal profession
- Managing hearings
- Ability to draft well-reasoned decisions, determination documents and reports
- A commitment to public protection and an understanding of professional practice and regulation
- An understanding of the legal services sector
- Demonstrable commitment to the purpose of the CLC and to the public interest

Skills and Abilities

- Ability to assimilate and analyse information quickly in order to debate complex or sensitive issues at the highest level
- Sound and robust judgement and the ability to seek and challenge information to reach and take decisions
- Ability to exercise discretion and work confidentially
- Ability to hold and defend a position, questioning proposals and responding to them in a strategically challenging, open manner, understanding and valuing different perspectives
- Ability to work as an effective team member and contributing strongly and robustly to debates to reach a consensual decision
- Ability to give sound, dispassionate and impartial views, irrespective of the specific interest held
- Ability to draft well-reasoned decisions, determination documents and reports

Key Information

- The Adjudication Panel meets on an ad hoc basis dependent on demand (approximately 5 days a year)
- Panel Chair is remunerated at £650 per day
- The appointment is for up to 4 years initially, renewable for one further term of up to 4 years

Conflict of Interest

You should note particularly the requirement to declare any conflict of interest that arises in the course of CLC business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of the CLC. Any actual or perceived conflicts of interest will be fully explored by the interview/appointment panel at shortlisting or interview stage.